

Interagency Coordinating Council (ICC) Committee Minutes

January 11, 2007 via Videoconference

Members/Designees Present

Vicki Wright

Cindy Holmes

Lee Ann Jung

Shirley Wilson, designee for Department for Community Based Services

Melea Rivera, designee for Office of Insurance

Germaine O'Connell, designee for Department for Public Health

Annette Bridges, designee for Department of Education

Jan Williams, designee for Commission for Children with Special Health Care Needs

Chris Ashman, designee for Department of Defense

Scott Tomchek, representing Joseph Hersh

Claudia Johnson, representing Amy DiLorenzo, designee for Mental Health/Mental Retardation Services

Staff Present

Sarah Walker

Kirsten Hammock

Kristi Lunceford

Anne Bolly

Kathy Miller

Lynn Butler

Bess Abney

Connie Coover

Jackie Sampers

Guests Present

Tonya Shea

Del Swain

Angie Guest

Karen Ogle

Anne Ward

Elizabeth Schumacher

Interagency Coordinating Council Meeting January 11, 2007

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SUBJECT	DISCUSSION	ACTION
Welcome, Introductions, Agenda Overview, Public Comment Inquiry	Germaine O'Connell, designee for the Department for Public Health, facilitated the meeting. Ms. O'Connell called the meeting to order and asked for introductions. The agenda (Attachment A) was reviewed with no changes requested. No formal request for Public Comment had been received.	None needed.
Approval Of Minutes	November minutes with attachments were sent via email for review before the meeting. No revisions or additions were noted.	A motion was made by Vicki Wright and seconded by Chris Ashman to approve November minutes. No comments were noted and the motion carried.
Interdisciplinary Early Childhood Education (IECE) Certification	Lynn Butler, Training Coordinator for First Steps, asked if she could address the ICC regarding the IECE requirement deadline for Developmental Interventionists (DIs). She asked if the ICC wanted to consider making a recommendation regarding the fact that several First Steps DIs will not be able to provide DI services with the current policy in place that requires all DIs to have completed their IECE certification by June 1, 2008. The problem lies with the fact that DIs requesting renewal of their certification, are informed they cannot renew their certification until they complete the Kentucky Teacher Internship Program (KTIP) which currently involves an internship in a preschool setting. First Steps DIs have been expecting, per discussions in the past, the administration to develop an avenue to obtain the internship with in home experience to allow them to continue providing services. Otherwise, some of the current DIs will not be able to renew their certification unless they quit providing services and return to the preschool setting to earn the internship. This will become a problem for all DIs eventually as they each try to renew their certification. Discussion revealed that the ICC supports the idea of DIs obtaining internship via in home experience. The problem lies with the fact that the Education Professional Standards Board (EPSB) does not recognize in home experience. Jackie Sampers was asked if she would be willing to prepare a document to the EPSB with a plan to institute credit for in home experience to enable DIs to continue providing services while completing the internship. Dr. Sampers said she would be glad to research the subject and prepare documentation.	A motion was made by Shirley Wilson and seconded by Lee Ann Jung for Jackie Sampers to draft a formal letter to the EPSB requesting to consider supporting DIs who have completed the IECE certification who practice in homes, to be able to complete internship in the home environment. Annette Bridges asked if other states have been successful with this and Lee Ann Jung indicated that KTIP internship was unique to Kentucky and did not present the same problem in other states. The motion carried unanimously.
Old Business: Membership Update	Germaine O'Connell informed the ICC that the applications were delivered to the governor's office last month and no update has been received.	None needed.

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SUBJECT	DISCUSSION	ACTION
Old Business: Central Office Response to DEICs Recruitment Requests	Kirsten Hammock, Part C Coordinator, reported she will be reviewing the Response forwarded by the ICC immediately.	Report at next meeting.
Part C Coordinator Report/State Performance Plan Update/Record Review Reconsideration Report	<p>A draft of the State Performance Plan Annual Performance Report as prepared by a workgroup formed by the Department for Public Health (DPH) was provided via email prior to the meeting. Kirsten Hammock, Part C Coordinator, reviewed each indicator and provided the Part C Coordinator Report and Record Review Reconsideration Report (Attachment B).</p> <p>The State Performance Plan includes many Improvement Activities that will require different workgroups to implement. Germaine made the suggestion to invite Protection and Advocacy representatives to review any family rights materials for their input.</p> <p>The Part C Coordinator report indicated a System Design Team will be convening later this month to address system issues. Germaine suggested the ICC have at least one representative. Germaine asked members to consider serving on the System Design Team or workgroups that may be organized per this team.</p>	<p>Germaine reminded the ICC that it is required to provide an Annual Performance Report relating to the State Performance Plan or endorse the report prepared by DPH. A motion was made by Lee Ann Jung and seconded by Vicki Wright to support the Annual Performance Report prepared by DPH as a collaborative report between DPH and the ICC. The motion carried. Germaine will prepare the document related to this motion.</p> <p>Cindy Holmes volunteered to attend the meeting this month. She will decide if she can continue to represent the ICC after the meeting and discussing with personnel at her agency.</p>
Record Review Report	The Record Review Report (Attachment C) was provided via email prior to the meeting. Scott Tomchek reviewed the report and answered questions.	None needed.
District Early Intervention Committee Report	The Bluegrass DEIC Report (Attachment D) was provided via email prior to the meeting. Karen Ogle, presented the report and answered questions. She also raised the issue of Natural Environments and center based services. She indicated that providers need the policy related to justification for center based services clearly interpreted and asked that the administration examine the monitoring system to level the playing field amongst providers so that all providers are held accountable.	Lead Agency to update ICC on any created materials/policies related to Natural Environments.
Technical Assistance Team Reports	The Bluegrass District Team presented reports provided via email prior to the meeting. Kristi Lunceford presented the Program Consultant Report (Attachment E). Connie Coover presented the Parent Consultant Report (Attachment F). Bess Abney, presented the Program Evaluator Report (Attachment G).	None needed.

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SUBJECT	DISCUSSION	ACTION
Committee Reports:	None.	None needed.
New Business: 45 Day Timeline Letter	Two letters pertaining to the 45 day timeline have been sent since the November ICC meeting. One letter was sent to the Point of Entry and one was sent to providers.	None needed.
Final Public Comment	None	None needed.
Future ICC Meetings:	The next Executive Committee meeting will be February 8, 2007 at 1:30 pm EST and the next regular ICC meeting will be March 8, 2007 at 10:00 am EST.	Sarah Walker will email videoconference locations and reminders to members for both meetings. Germaine stressed that all attendees need to register via the TRAIN system to enable the convenience of the videoconference capability.

**Kentucky Early Intervention System
Interagency Coordinating Council
January 11, 2007
Videoconference Meeting Agenda
10:00 am - 1:00 pm (EST)**

Sites:

- Department for Public Health, Distance Learning Center, Room A - Frankfort
- UK Dickey Hall, Room 27 - Lexington
- Seven Counties Services, 3717 Taylorsville Road - Louisville
- Purchase District Health Department - Paducah
- Barren River District Health Department - Bowling Green

Welcome

Introductions

Agenda Overview

Approval of November Minutes

Public Comment

Old Business:

- Membership Update - Germaine O'Connell
- Central Office Response to DEICs' previous recruitment requests - Kirsten Hammock
- State Performance Plan Update re: ICC policy and child outcome reporting - Kirsten Hammock

Part C Coordinator Report - Kirsten Hammock

Record Review Report - Dr. Hersh/Scott Tomchek

Record Review Reconsideration Report - Kirsten Hammock

Technical Assistance and District Early Intervention Committee (DEIC) Reports -
University of Kentucky

Program Consultant: Kristi Lunceford

Parent Consultant: Connie Coover

Program Evaluator: Bess Abney

DEIC Report: Bluegrass

Committee Reports:

- Evaluation - Elizabeth Schumacher/Scott Tomchek

New Business:

- 45 day timeline letter

Final Public Comment

Future meetings: Executive Committee Meeting - February 8, 2007 @ 1:30 pm EST
ICC Meeting - March 8, 2007 @ 10:00 am EST

Part C Coordinator Report
January 11, 2007

General Update

SPP/APR

A final DRAFT of Indicators 2 through 14 (including Table 4) was e-mailed to the ICC membership on January 08, 2007. Indicator 1 was e-mailed to the ICC membership on January 09, 2007. Here is a very general summary, for discussion purposes, of each indicator:

Indicator 1: Timely Services

Until the workgroup's January 5th meeting it was felt that the CBIS data system would only be able to provide data regarding the timeliness of the *first* billed service. However, after some discussion at the January 5th meeting, Brenda Curry-White did some additional data analysis and was able to provide us with data regarding all billed services. That data arrived late Friday afternoon, so work on Indicator 1 could not be completed until Tuesday morning.

Indicator 1 is a compliance indicator. This means that states must demonstrate 100% compliance. The SPP reported Kentucky to be at 96.7% in December, 2005. However, this was based on the *first* billed service only. Following submission of the SPP, OSEP clarified that it expected states to report on all Early Intervention (EI) services. When we look at all services, Kentucky is currently at 78.9%. The workgroup identified Improvement Activities to try and address non-compliance.

Indicator 2: Natural Environments

Kentucky's data indicates that 98.7% of services are predominately provided in natural environments. This exceeds our "rigorous" targets established through 2010 by the SPP. As a result, the workgroup changed the targets to reach a maximum of 98.7% through 2010. Because it was not felt that additional work would be needed to maintain compliance with the physical setting requirements, the workgroup has instead focused attention on the manner in which services are provided in those physical settings. The workgroup expressed concern that the "medical model" was simply being picked up and moved to the home or community. The workgroup has established Improvement Activities, which include training on natural environments and coaching parents.

Indicator 3: Child Outcomes

For SFY2006/FFY2005 reporting purposes, Kentucky will report "entry" data. This means Kentucky will use data captured through the Developmental Status Scale (DSS) to report children who are functioning at a level comparable to same-aged peers in each of the 3 OSEP Child Outcome areas and children who are functioning below their same-aged peers in each of the 3 OSEP Child Outcome areas.

For SFY2007/FFY2006 reporting purposes, Kentucky will need to report baseline data. At the time of the last ICC meeting Central Office requested advice regarding the use of the Early Childhood Outcome Center's Child Outcome Summary Form, which would assist the state in collecting reportable data. Staff from UK presented comment regarding the UK Data Platform, which has been designed to facilitate the collection and analysis of assessment data and to provide data for OSEP reporting purposes. Following the ICC meeting, Central Office staff met with UK staff to further investigate the use of the UK Data Platform for OSEP reporting purposes. It appears that the data platform will assist the program in it's federal reporting obligation while providing us with an analysis of statewide assessment activities that will be useful in program planning, training and technical assistance.

The plan submitted in the APR is to coordinate the data entry of assessment protocols completed from July 1, 2006 through June 30, 2007. It is anticipated that this collection of data will provide the program with a pool of information from which to report aggregate data. This activity should also assist the state in determining the criterion referenced assessment instruments in use and areas of need for technical assistance and training.

Indicator 4: Family Outcomes

After much work, Brenda Curry-White was able to analyze the data gathered via the Family Surveys distributed in June, 2006. The responses received were generally positive. This is a new indicator and states are required to submit the Indicator on the SPP (rather than the APR) template, and to set rigorous targets for performance. The workgroup has set targets that would represent 1% increases for indicators 4a and 4b and ½ % increases for indicator 4c through 2010. We are asking that the ICC review and comment on these targets.

Indicators 5 and 6: Child Find

Kentucky continues to struggle with Child Find. Birth to 1 participation, while demonstrating a very slight increase from 2004 to 2005 (.46 to .49), continues to fall sharply behind other states with comparable eligibility criteria. Additionally, birth to 3 participation has dropped for the third consecutive year to a 6 year low of 2.17%. The APR workgroup identified a number of factors they believe may influence this trend and improvement activities to address these. In addition, Central Office staff will begin to monitor program performance at the "program" level beginning this calendar year.

Indicator 7: 45 Day Timeline

Despite marked improvement since last fiscal year, Kentucky continues to fall significantly short of the 100% compliance requirement set by OSEP. When family delays are included in our calculation, Kentucky demonstrates compliance in 61% of cases. There is an urgent need to address this matter. Central Office has disseminated a letter from Dr. Davis detailing the urgency of this issue. Central Office has shared program level data with programs and is coordinating meetings with programs that demonstrate significant challenges in meeting the 45 day timeline. In addition, Central Office staff are convening a meeting of the POE Grant Administrators to discuss FY08 contracts, including contract requirements and funding needs/concerns. Other system issues are also being analyzed by Central Office and may necessitate regulation changes this Spring.

Indicator 8: Transition

Kentucky currently has no reliable method of collecting or reporting data regarding the inclusion of Transition steps in the IFSP. This is a concern and will need to be addressed through improvement activities in the remaining fiscal year. It appears, based on current data, that Kentucky is in compliance with indicator 8b, which requires that the LEA be notified of children who may be transitioning to Part B, and Kentucky is nearing compliance (92%) with indicator 8c, which requires transition conferences for all children transitioning to Part B who may be Part B eligible.

Indicators 9 through 14

Indicators 9 through 14 address general supervision activities, including system monitoring and due process.

System Design Team

Central Office staff are in the process of convening a System Design Team similar to the team convened in 2004 to address system issues. 4 program areas Central Office would like the System Design Team to assist with are: POE Structure, Consultative Model, Evaluation/Assessment and Child Find. Central Office is seeking interested parties to assist with this effort. Invitations to the original System Design Team members will be extended with the hope that many will again share their expertise. A meeting date of January 25, 2007 has been set to begin Team work. Please contact Kirsten Hammock (Kirsten.hammock@ky.gov) if you are interested in participating on this Team or if you know of others who may be interested in participating.

ATTACHMENT B

Financial Update

Staff Update

Central Office is working through the hiring process for the QA Administrator position. Additional interviews are tentatively being scheduled for the end of January.

Record Review

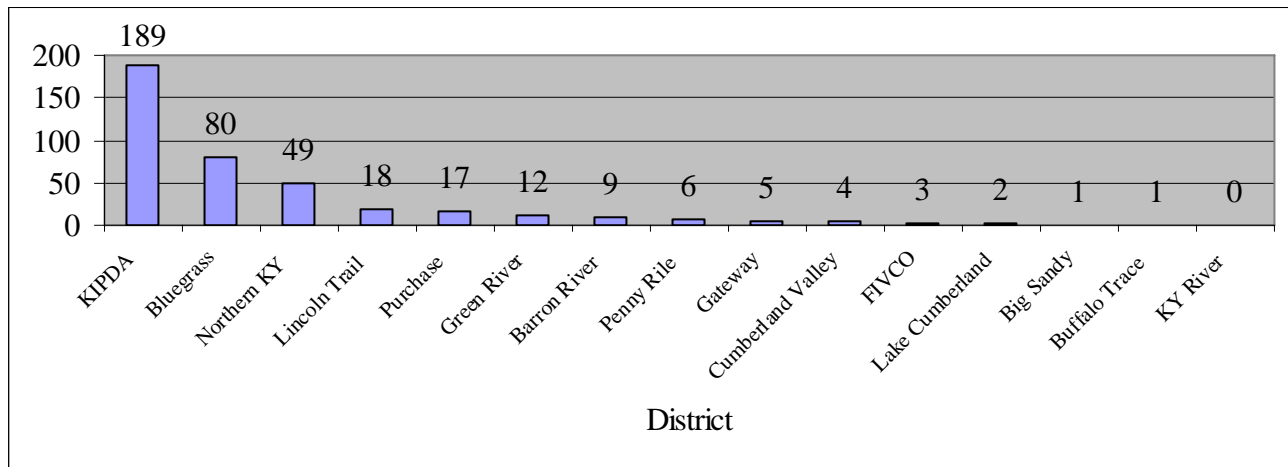
For the reporting period of November, 2006 through December, 2006 there were 5 reconsideration requests. Of the 5 reviews, Central Office supported the recommendations of the Record Review team in 3 cases. In the remaining 2 cases, Central Office supported a combination of the Record Review and IFSP Team's recommendations. At this time the Part C Coordinator has not been asked to attend an IFSP meeting to discuss Central Office recommendations in any of these 5 cases. The average turnaround time for these requests was 5.6 working days.

WEISSKOPF CHILD EVALUATION CENTER, UNIVERSITY OF LOUISVILLE
Summary of Record Reviews FY 2006 – 2007
07/01/06 – 12/22/06 (25 weeks)

Review Type	N	Determinations	Criteria
Eligibility	57	50 - Eligible 3 - Denied 4 - Deferred pending additional testing	<ul style="list-style-type: none"> • Request • PLE Report
Intensive Authorization	65	49 - Approved for autism diagnosis and related program planning	<ul style="list-style-type: none"> • Review of Request Form • Review of all submitted records • Description of child's social-communication • MCHAT conducted with parents and providers
		6 - Approved for Childhood Apraxia of Speech (CAS)/ Dyspraxia diagnosis and related programming	<ul style="list-style-type: none"> • Review of Request Form • Review of all submitted records • Review of phone contact questions • Receptive language vs. expressive language findings in relation to measured cognitive skills • Description of speech sound production • Description of oral mechanism and oral-motor status • Description of feeding status
		5 - Approved for other – (e.g., Regulatory/Anxiety Disorders; motor/CP)	<ul style="list-style-type: none"> • Review of Request Form • Review of all submitted records • Review of phone contact questions • Clinical judgment, DSM-IV criteria
		5 – Denied/deferred -Diagnosis established -Appropriate plan -Single discipline recommended	<ul style="list-style-type: none"> •
Service Exception	274	268 - Service Exception Approved Units Approved per Plan: Range: 8 – 384 Mean: 193.59 Unit Frequencies: - 0 – 144: 40 -145 – 164: 13 -165 – 184: 35 -185 – 204: 64 -205 – 224: 39 -225 – 244: 44 -245 – 264: 19 -265 – 284: 01 -285 – 304: 09 - > 305: 04	<ul style="list-style-type: none"> • Review of Request Form and letters • Review of all submitted records <ul style="list-style-type: none"> • Current developmental presentation/status • Rate of documented progress • Current and proposed interventions • Request merit • Review of phone contact questions • Available practice standards or guidelines (Autism, CAS) • Movement from service to support model
		6 – Denied service exception/units	
Total	396		

Notes:

- 37.1% (n = 147) of the 396 requests have had previous reviews (majority for service exception)
- Data reflects an increase of 27.3% over the same period of FY 2005-2006 (N = 216)
 - Eligibility Request: increase of 18.75% (n = 48)
 - Request for ILE: an increase of 25% (n = 52)
 - Service Exception Request: increase of 29.9% (n = 211)
- Data does not reflect an additional 365 Primary Service Coordination Unit reviews also completed in this reporting period

Referrals by District:**Timeline Indicators:**

Average days from complete file to review: 4.83 days

Average days from review to reports being mailed to IFSP Team: 4.754 days

Average total days from complete file to final notification mailed to IFSP Team: 9.59

Projected FY 2006-2007:

- **Total:** 824 Record Reviews
- **By Review Type:**
 - Eligibility Request: 119
 - Request for ILE: 135
 - Service Exception Request: 570
- FY 2005-2006: 12.87/week average
- FY 2006-2007: 15.84/week average

The Bluegrass District Early Intervention Committee (DEIC) Jan 06 to Jan 07
January 11, 2007

Beverly Durborow, MS, PT, DEIC Co-chair,
Karen Ogle, PT & Co-Chair, Anne Ward, PT- Recorder
Angela Folczyk, OT- Treasurer

The Bluegrass DEIC membership is made up of 3 parent members, 8 early intervention providers, 4 government members and 10 “other early childhood representatives”. The Bluegrass DEIC met 6 times in 2006. Most of the meetings were at Central Baptist Hospital Education Center Auditorium. Meetings have been well attended by members/designees, staff and guests. A Budget of \$1000 for 17 counties in the bluegrass district is divided among the following:

- Meeting Facility and refreshments (facility no-cost if provided by CBH)
- Parent Stipend and Education
- Public Awareness/Child Find

Each meeting included a guest speaker and reports from Point of Entry, Public Awareness / Child Find Committee, Technical Assistants, Treasurer, and Transition Committee. Also included in the meetings updates and upcoming events of interest for the pediatric/early intervention community.

Our DEIC has recently established a committee for Provider Recruitment. It was organized to help locate and recruit new service providers for our district. Providers in all disciplines are needed in almost all of the counties in our district. The Provider Recruitment Committee is new and has not yet recorded any activities. Information on the activities of the two other committees follows:

Child Find and Public Awareness: Met 6 times in 2006 to develop and implement activities throughout the 17 counties in need of assistance. These activities include sharing of brochures, promotional events with a First Steps booth (ex. Health Fair, Maternity Fair, Community Baby Shower, and educational seminars or lectures about the program. We have also looked at translating all materials (intake, referral, family rights and IFSP forms) into Spanish to accommodate the increasing numbers of migrant and bilingual families.

Transition Committee: This committee is chaired by Marti Ginter, Central KY Special Education Cooperative Coordinator (CKSEC) and met numerous times throughout the year to address transition policies and activities between school districts preschool programs or Part B and First Steps or Part C, providers within 17 counties of the Bluegrass district. Because the state revised its community agreement for transition involving early childhood, we have worked hard to ensure understanding of activities required by both Part C and part B related to Transition. We have also collaborated with Brenda Mullins to set up and provide electronic access to the 14 different Interagency Transition Agreements through the web at TransitionOneStop.Org. An attempt is made

ATTACHMENT D

to update each IA Transition Agreement annually and requires a meeting with both Part B and Part C representatives in each local community. The purpose of this committee is to insure a smooth transition for all children participating in early intervention and preschool special education services along with assist in the Child Find efforts and referral process required by both Part C and Part B of IDEA.

Parents of First Steps participants are encouraged to come to DEIC meetings. They are provided a stipend- \$50 for attending to help out with their childcare and travel expenses.

Some of the guest speaker topics for 2006 are listed below:

JANUARY: Family Preservation-Kathy Burke & Rose Pennington. A counseling and support service to assist and work specifically on keeping families together.

MARCH: Cardinal Hill Hospital, on their programs for Pediatric Seating and Mobility and their Pediatric Eating and Swallowing Clinic.

MAY: Kentucky School for the Deaf- Pat Bruce & Cathy Howle , on their services and statewide family newsletter. Dr. Jackie Sampers shared information on the Evaluation process for PLE providers and also gave specifics about her role as an ICC member.

JULY: Hospice of the Bluegrass- Donna Armstrong shared details about the program, the counties served, services provided and referral process.

SEPTEMBER: The Early Childhood Transition Center at the University of Kentucky - Emily Keely, on the National Transition Study and the need to recruit families to participate.

NOVEMBER: Accipio Language Services- Doug Reed, which provides language interpretation services for medical needs.

Approved minutes from the 2006 Bluegrass DEIC meetings are posted on the First Steps web site under District Early Intervention Council, Bluegrass District.

University of Kentucky TA Team
Kristi Lunceford, Program Consultant
ICC Summary Report for period from Jan. 06 to Jan. 07
January 11, 2007

U of K TA Team for the Bluegrass District includes:

Project Director: Katherine McCormick, Program Evaluator: Bess Abney

Program Consultant: Kristi Lunceford Parent Consultant: Connie Coover

Offices are located on the UK campus, within the College of Education, Department of Special Education and Rehabilitation Counseling. The majority of technical assistance is conducted through this office and supported by the Early Childhood Special Education Program and faculty. This team operates a small First Steps resource library used by about 2% of the providers in the Bluegrass District. Resources are limited (outdated and difficult to staff). The Bluegrass District is made up of 17 counties with a majority of referrals coming from Fayette, followed by Madison, Woodford, Jessamine, Scott, Franklin, and so on. This district varies greatly in its Urban/Rural setting and resources. This report includes the summarized information and activities covered by the Program Consultant, TA work of the Bluegrass district for the following areas:

Trainings Performed *(list date, title, location, and number of participants)*

New Provider Orientation development and Training

Service Coordination development and Training

DEIC Meetings/DEIC Workgroups Served as staff liaison for 6 DEIC meetings and at least 6 each of the 2 established subcommittee's relating to the Bluegrass DEIC: 1) Public Awareness/Child Find (joint committee)

2) Transition (Marti Ginter, Central Kentucky Special Education Coop- Chair)

3) Provider Recruitment/Find (new subcommittee)

More specific details of the committee and its work for the Bluegrass District can be found in the separate report provided to the ICC for this meeting on 1/11/07.

PSC Quarterly Meetings/Provider Meetings: 4 quarterly meetings offered- March (43 present), June (31 present with optional alternate to KIT-TAP), Sept.(38 present) and Dec. 06 (29 present). Guest Speakers included- Cardinal Hill- Pediatric Eating Encouragement Program and Wheelchair Fitting Program, and VIPS new video training, Brenda Mullins with Kentucky Early Childhood Transition Project (KECTP) and Katherine McCormick/Emily Keely with the National Early Childhood Transition Project (NECTP), Lexington Hearing and Speech Center-Audiology and SLP Services, Assistive Technology through EnTech by Debbie Thompson.

State Requested Activities/Special Assignments

-Participate in POE Stakeholder meeting with NECTAC to discuss 45-day timeline. ---
Assist in creating mission statement for First Steps as a result of work from POE stakeholder meeting through NECTAC.

- Participate in State Transition Pilot group (Fayette Co) and provide feedback to development of Statewide Interagency Community Agreement for Transition.
- Set up and work First Steps booth at State Infant Toddler Institute in Northern KY- August 06.
- Participate in monthly TA team meetings either face to face or Interactive Video as offered by Central office and support monthly reports to Central Office.
- Provide TA report to ICC (January 2006).
- Revision of Service Coordination Training materials, grading of PSC Homework as completed and added to district.
- Participate in work group to develop and revise Family Orientation script and materials to present via DVD for families in First Steps.
- Participate in TA training from NECTAC meeting-Dec. 15, 2006- Frankfort

Processing Provider Contracts/Enrollment:

A significant amount of time is spent processing inquiries, phone calls, paperwork, and email to discuss provider enrollment and recruitment. Over the past year Bluegrass has added and lost providers in all areas/disciplines. These disciplines include ISC, PSC, PT, OT, SLP, Nutritionist/Dietician, DI, PLE, Audiologist, Teacher of the deaf and Hard of Hearing, Teacher of the Visually Impaired, and Psychologist, Psych Associates, and group providers within agencies. One large long standing provider dropped its contract and all services as of Oct. 06 which created an additional shortage in the disciplines offered through this contract (served Madison, Estill and Powell Counties).

On Site Provider Consultations: Several agencies were visited to provide program TA and action plan development following a record review by our Program Evaluator. Additional TA was given to providers at the University office- Taylor Education Building, Lexington, KY.

Consultations with Parents: *(list date, general topic, whether by phone or location)*
Although no face to face consultations were provided directly to parents, several phone conversations and email correspondence were provided to ____ parents of First Steps during the 2006 year.

Community Related Projects: *(e.g. Community Early Childhood Councils, other early childhood councils or advisory boards, guest lectures, etc.) list date, name and location:*

- 4th year Special Quest Team Participant as Early Intervention representative on the Community Action Council- Migrant Head Start(MHS)/Early Head Start(EHS) Community partner to develop and improve referral process and enrollment of Infants and Toddlers with disabilities in the MHS program.
- Anderson County Early Childhood Advisory Board for 2006- Fall meeting
- Fayette County Community Early Childhood Council- Regular meetings to provide support and feedback on activities and grant proposal to Child Care Programs in the area.

Professional Development/Trainings Attended: *(list date, title, and location):*

- Renewed Early Childhood Trainers Credential (level 5 trainer)
- Attended KIT-TAP training (Louisville) in June 06
- Co-presenter at Infant Toddler Institute in NKY about working with families.
- Presented Poster Session at the National Division for Early Childhood Conference in Little Rock, Arkansas about Family Orientation planning and development of a DVD to be used statewide.
- Taking courses at UK as part of doctoral program in EC Special Education. How to teach Distance Education, Statistical analysis in Education research, Methods of Evaluation in Education, Introduction to Blackboard for course management.
- Kentucky Division for Early Childhood officer and active member.
- Member of NAEYC

University Site Responsibilities: *(e.g. meetings with University coordinators, quarterly reports, annual work plans, interviewing or training new staff, on-line co-teaching, etc.) list date, topic, location:*

- Participate in regular meetings by UK TA team
- Teach course and provide guest lecture about program to IECE students and related fields.
- Submit travel expenses for reimbursement. Maintain computer equipment and report any technical problems.
- Participate in IECE faculty meetings and review of portfolio materials.
- Assist in interview of faculty candidates within the Dept.
- Train new clerical staff in Special Education office about the First Steps Grant/Project (3 times due to turnover).

Prevailing Issue(s) in Your Districts: *(list and explain as needed)*

- Provider Shortages in all areas.
- Regulation limitation for using Psychological Associates to provide evaluation, Assessment, and intervention services to children with behavioral and emotional concerns.
- Service Coordinators not following guidelines for maintaining records with the Bluegrass POE and processing amendments to facilitate a change in PSC or other providers.
- POE meeting 45 day timeline. Adding ISC to replace intake coordinator.
- Service Coordinators using new CBIS forms as directed and instructed by Central Office and CBIS.
- Billing private Insurance! Who and How?
- Keeping track of providers who serve multiple districts and lack of trail to monitor services. Maintaining up-to-date records and BIO sheets on available providers in district.

University of Kentucky
First Steps Technical Assistance Team
Parent Consultant Report to the ICC
January 11, 2007

Training:

- Assisted Program Consultant with development and provision of Primary Service Coordinator 5-day training module.
- Assisted Program Consultant with development and provision of 3 New Provider Orientations in the Bluegrass district.
- Assisted with provision of one New Provider Orientation in the Northern Kentucky district.
- Developed and provided monthly Family Orientation to First Steps training in the Bluegrass District.
- Assisted Program Consultant with presentation of A Family Orientation to First Steps poster session at the National Division of Early Childhood Conference in Little Rock, Arkansas.
- Developed and presented a 3-hour session for the Infant-Toddler Institute on Family Involvement and Community Partners in Early Intervention.

Consultations with Families

- Routinely answered First Steps questions and assisted families with choosing service providers.
- Mailed Family Orientation information
- Was asked to speak about First Steps at several Parent Support Groups, Mothers Mornings Outs, Parents of Multiples meetings and the Parent/Professional Conference.
- Provided assistance to First Steps families that had been referred to me by First Steps Service Providers.

Community Projects

- Appointed to the Kentucky Early Childhood Trainers Credential Panel (met bi-monthly)
- Participated in United Parents of Kentucky
- Developed a new First Steps Display Board to use at conferences and community events to assist in promoting the public's awareness with First Steps.
- Staffed First Steps resource booth to promote public awareness and encourage Child Find at the Child Abuse and Prevention Fair, University of Kentucky Hispanic Fair, St. Joseph's Hospital Maternity Fair, Infant-Toddler Institute, Down Syndrome of Kentucky "Buddy Walk," Parent Professional Conference.
- Attended four Transition "Pilot" Inter-agency agreement meetings for Fayette County.

UK First Steps Technical Assistance Team Parent Consultant Report to the ICC– 1/11/07

District Early Intervention Committees (DEIC)

- Assisted Program Consultant with facilitating meetings
- Assisted Program Consultant with DEIC budget development and purchases
- Updated DEIC Membership list and assisted Program Consultant with recruitment of new members.
- Served on DEIC Transition and Public Awareness sub-committees.
- Reviewed and expedited minutes.
- Met bi-monthly with DEIC co-chairs to plan for future DEIC meetings.

Primary Service Coordinators/ Service Providers

- Assisted Program Consultant in facilitating PSC quarterly meetings.
- Recorded and distributed minutes at PSC quarterly meetings
- Collected and distributed all “Non-Identifying Lists” to all pre-school coordinators in the Bluegrass District.
- Answered phone calls and emails from Service Providers in Bluegrass District
- Attended informal service provider meeting when requested.

State Requested Activities/University Responsibilities

- Attended three Transition Inter-agency Agreements in the Bluegrass District
- Met with Point of Entry and Part C Coordinator to discuss the new Family Orientation.
- Facilitated the development of a First Steps Parent Consultant presentation at the Infant-Toddler Institute.
- Attended four ICC video conference meetings
- Assisted with the development and script writing for putting the First Steps Family Orientation into DVD format.
- Served on SPP/APR workgroup. Assisted with Indicators 4,11,12 & 13.
- Prepared monthly reports
- Attended state staff meetings and all University team meetings.
- Reviewed all requested documents.

Submitted 1/8/07—Connie Coover

**ICC Meeting
January 11, 2007
Program Evaluation Report
For January 2006 – January 2007
Bess Abney, MSW, LSW
Program Evaluator First Steps UK-TAT
Bluegrass District**

Program Issues identified by the Program Review process: (This may assist Program Administration and the Technical Assistance Teams with needs assessment and training development)

- In regard to the federal regulation that requires the initial IFSP meeting be held within 45 days from the date of the initial referral of the child, First Steps must emphasize the responsibility of everyone in the system in assuring compliance. This includes: those in administrative roles including state staff and Technical Assistance Teams; those in evaluation and eligibility roles including POE staff and PLE; all IFSP team providers including PSC, therapists and parents.
- Update the current First Steps policy concerning center-based programs or office services where services are not provided in the child's home. This issue is related to the federal mandate that all services be provided in a natural environment. The current payment mechanism reimburses office and center based services yet there remains some uncertainty as to when these settings may be utilized and how these settings are considered to comply with natural environments requirements.
- Therapy providers would benefit a regular forum to discuss First Steps requirements. PSCs have regular meetings as do POEs and now PLEs but other provider disciplines do not have this opportunity. (Some industrious providers in Bluegrass District have started an informal networking group for this purpose as well as to discuss early intervention issues not specific to First Steps.)
 - Additional training is needed in how to implement the consultative model of service delivery.
 - Additional training for providers concerning how to write outcomes and strategies to reflect the provision of services per the consultative model.
 - Clarifying roles of the ISC and the PSC in regard to the transition IFSP as required by regulation. Also, training is needed on how to document the transition plan on the IFSP form.
 - PSCs need training on how to write an IFSP when the child will remain in the home after First Steps services end since the perception of many PSCs is that the Transition Plan is only for those children entering Part B services.

Family Issues identified by the Program Review process:

- Parents should be empowered as team members to contribute to meeting required federal timeframes in regard to initial IFSP meetings.
- Parents need initial training followed by ongoing coaching for their role per the Consultative Model of Service Delivery.
- First Steps staff and providers must make parents feel empowered as team members to feel competent and rewarded when carrying out interventions during the daily routine.
- First Steps providers must empower parents to expect therapists to solicit feedback from them regarding the status of transfer of skill during the daily routine.
- Parents must be provided with the knowledge of how and when to utilize private insurance for First Steps services.
- Staff should monitor feedback from Parents concerning the new Parent Orientation Training
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Number of Program Reviews conducted in the Bluegrass District from January 2006 – January 2007:

- **25 (plus 3 reviews in Northern Kentucky districts)**
 - All 25 Bluegrass providers reviewed submitted acceptable Action Plans to document methods of correcting areas cited for non-compliance

Potential number of families impacted through these 25 Program Reviews

♦ 4125

Complaints Resolution:

Three (3) complaints were received (2 were filed by parents and one by a provider). **Two (2)** of the complaints were investigated as part of a full scale Program Review and were substantiated; **One (1)** complaint was investigated with a review focused on the specific allegations of the complaint without conducting a full scale Program Review. This complaint was unsubstantiated.

Bluegrass District Program Evaluator Meeting Attendance:

- ◆ Ten (10) State Staff meetings including videoconferences
- ◆ NECTAC Training in December for Technical Assistance Teams
- ◆ Six (6) UK TAT meetings
- ◆ Three (3) District PSC Quarterly meetings
- ◆ Two (2) new provider orientation training events
- ◆ Infant-Toddler Institute
- ◆ Volunteer participation in Program Evaluation Policy and Procedure Development Committee that met twice in the last quarter of 2006.

- ◆ Volunteer participation in interview with WESTAT Site Representatives in September
- ◆ Volunteer 3-year term participation as First Steps representative on Community Action Policy Council which meets monthly (serves Head Start, Early Head Start, and Migrant Head Start programs)
- ◆ ICC meeting in January 2006 – presented Program Evaluators report

Other duties assigned:

- Reserve site for Program Review Exit Conferences
- Order CBIS provider Billing Reports
- Schedule Upcoming Program Reviews
- Confer with providers regarding Program Review issues
- On-going communication (phone, face-to-face and e-mail) and sharing of information and materials with UK TAT
- Discuss Program Review issues with Program Evaluators in other districts as needed
- Confer with Central Office staff concerning Program Review issues
- Prepare required monthly documentation for UK administrative personnel
- Prepare required monthly Evaluator Report for Central Office
- Discuss Program Review issues with UK-TAT members on an on going basis